



City of Houston
Public Works & Engineering Department
Planning & Development Services Division/Sign Administration
PREREQUISITES
PLAN REVIEW PROCEDURES

In an effort to reduce the amount of time required to obtain a sign permit, Sign Administration has established a plan review prerequisite. These prerequisites are provided as a tool to create a complete sign plan set, thereby reducing the need for multiple plan submittals and delays.

To provide the most effective service for our customers, incomplete plans submitted to the Plan Review Section will not be reviewed and will be returned with a notice to submit complete plans. The following list of items must be submitted in order for your plans to be considered as complete.

REQUIRED DOCUMENTS

- Completed application
- Plot plan
- Survey (New ground type signs. Cabinet change-outs or additional cabinets being added causing the sign to further encroach into an easement)*
- 2 complete sets of drawings
- Electrical application if sign is electric/illuminated
- Certificate of Occupancy

1. APPLICATION

- ☐ Address is complete, includes suite number and zip code. If located in a strip center, name of shopping center in the comments section of application
- ☐ Type of business is to be indicated where noted on application
- ☐ Both signatures are completed and notarized
- ☐ Operating permit billing information **must** be complete

2. PLOT PLAN

- ☐ Are two intersecting street shown?
- ☐ Has North arrow been provided?
- ☐ Show footprint(s) of building(s) on property.
- ☐ Provide location of all signs; existing and proposed for this address.
- ☐ Ground sign(s): Include dimensions from fixed objects or street(s).
- ☐ Are any ground signs being removed? If so, show by denoting "~~to be removed~~ (TBR)".

3. SIGN DRAWINGS

- ☐ Does the plan/drawing match description on application?

4. GROUND SIGNS

- ☐ Survey of property?* (see "Required Documents" above to determine if a survey is required)
- ☐ Does the plan clearly show wall thickness and size of support members?
- ☐ Depth and diameter of footing?
- ☐ Fill material?
- ☐ If anchor bolt foundation, are the size of anchor bolts and reinforcing rods shown?
- ☐ Cabinet construction and attachment to pole shown?
- ☐ Are welding symbols, type of rod and weld materials shown?
- ☐ Staged structures, unusual designs or signs over 30 feet in height require engineered drawings.
- ☐ Footings over 6 feet in depth and 18 inches in diameter or containing rebar requires a footing inspection.
- ☐ Electrical details and load shown.

5. WALL SIGNS

- ☐ Elevation of building including existing signs, proposed sign(s) and TBR's included?
- ☐ Are cabinet details included?
- ☐ Method of attachment shown? Minimum 3/8 inch X 5 inch fasteners are required.
- ☐ Electrical details and load shown?

6. OTHER SIGNS

- ☐ Cabinet details provided?
- ☐ Method of attachment?
- ☐ Electrical details and load shown?
- ☐ Roof signs must be engineered.

7. GENERAL

- ☐ Other requirements could be imposed.

Sign Company_____

Plan Checker_____/Date_____

Project Number_____